Chapter 5

- SECURE SITE
- MDE –DESIGNATED SUPPORTS AND ACCOMMODATIONS
- CONCLUSION
- QUESTIONS AND ANSWERS

mme

Secure Site

TINA FOOTE
SECURE SITE ANALYST

mme

Educational Entity Master (EEM)

- EEM is a state application used to capture district and school entity information in Michigan.
- Center for Educational Performance and Information (CEPI) application, it is not a Department of Education application.
- Districts were asked to update the WorkKeys, SAT, and PSAT contact types in the EEM.
- The contact types can and should continue be updated in the EEM to ensure future communications, materials, etc. are sent to the correct person in the school.

mme

™

Educational Entity Master (EEM)

- Testing materials will be shipped to the address of the coordinator in the EEM. If none, will ship to the principal.
    - No P.O. Boxes!
- How do you know if you have been added to the EEM as a contact type?

mme
Michigan Merit Examination

Educational Entity Master (EEM)

- View district/school contact information in the EEM at the Educational Entity Master website (http://www.michigan.gov/eem) by clicking on *Quick* under the *Search* menu

mme
Michigan Merit Examination

Educational Entity Master (EEM)

- Enter the full or partial name of school or district in the *Entity Name Contains* field.

- Click on the name of the school or district listed from the search results.
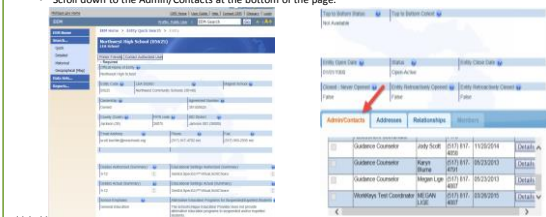

mme
Michigan Merit Examination

Educational Entity Master (EEM)

- Scroll down to the Admin/Contacts at the bottom of the page.

mme

Educational Entity Master (EEM)

- All updates and changes to the EEM can <u>only</u> be made by the authorized district EEM user. Coordinators should not contact CEPI requesting access to the EEM.
- To determine who the district authorized EEM user is, check with your local district office or contact CEPI at cepi@Michigan.gov or 517-335-0505.

mme

Secure Site

- The Secure Site will be used for:
  - Pre-identification of students
  - Material orders
  - Printing barcode labels (SAT, WorkKeys and Paper/Pencil M-STEP)
  - Creating online sessions (online M-STEP only)
  - Verification of Accountable Students & Test Verification
  - Viewing reports

mme

Secure Site Access

- If you do not have access to the Secure Site, use your MEIS login and password to log in.
  - If you do not have a MEIS account or do not remember your MEIS account go to the Michigan Education Information System webpage (www.Michigan.gov/meis) and click on the MEIS logo at the top of the page.
- Complete the Request Access screen and click on Request BAA Access button to the far right.
- The district or school administrator level user of the site will review and approve or deny access.
- User will receive an email confirmation from the Secure Site once it has been reviewed
- Make sure your MEIS account is current with your email address

mme

Pre-Identification

- On January 4, DAS will pre-identify all grade 11 and required grade 12 students for the P-SAT, SAT, WorkKeys and M-STEP science and social studies.
  - DAS will use the fall Michigan Student Data System (MSDS) General Collection (student count day data) and Student Record Maintenance (SRM) files from MSDS.
  - Schools will have access to the Pre-ID Student Report on January 11.
  - Schools are responsible for pre-identifying all additional students.
    - For SAT, WorkKeys and M-STEP, all grade 11 students enrolled during the testing are required to test.
    - Grade 12 students not previously included in accountability calculations as grade 11 or 12 will be required to test. These are usually but not always grade skippers.
    - Some students may be eligible to retest or test for the first time but not required.

mme

Pre-Identification

- Can use a Pre-ID File Upload to pre-identify additional students.
- Can use the Student Search and pre-identify students one at a time.
- All students, including nonpublic and home school students must have a Unique Identifier Code (UIC) in order to be pre-identified.
- Schools will receive printed barcode labels for students testing paper/pencil and pre-ID on the Secure Site by 5:00 p.m. on February 16. Schools will be required to print barcode labels to be placed on answer documents for students pre-ID after February 16.
- All paper/pencil answer documents must have a barcode label on them when returned for scoring.
- The quantity of materials received by the school will be based on pre-identification.

mme

Pre-Identification/Material Orders

- The quantity of materials received will be based on the number of student's pre-identified.
- **IMPORTANT** – Ensure all students testing are pre-identified by February 16 at 5:00 p.m. to ensure the accurate amount of materials are received.
- Students must be pre-identified to all three MME components – SAT, ACT Workkeys and M-STEP.
- This is new this year.

mme

Pre-ID Student Report

- Select Pre-ID Student Report from the Assessment Registration/Pre-ID menu.
- Select ISD, District, School (if you are a district user you can do the report by district)
- Select Test Period or Test Cycle
  - Some Test periods will include multiple test cycles
    - Spring 2016 WorkKeys test period will include WorkKeys only.
    - Spring 2016 test period will include SAT, M-STEP grades 3-8, 11 and required 12 and MI-Access grades 3-8 and 11.
    - Spring 2016 PSAT will include PSAT 9 and PSAT 10.
  - Test Cycle will only display students pre-ID to the select test cycle such as Spring 2016 SAT, Spring 2016 WorkKeys, etc.

mme

Pre-ID Student Report

mme

Pre-ID Student Report

- If a UIC is unresolved in the Secure Site, meaning student data does not match in MSDS, the student's data line will be highlighted and identified as unresolved in the UIC column.
- Ensure all students testing are listed on the Pre-ID Student Report for all three MME components.
- Ensure home schooled students are identified as home schooled students in the Home School column.
- You can select a student by placing a check mark in the box to the far left of the student and click the Unassign button at the bottom right of the student list.
  - This can only be done when you searched by Test Cycle and not Test Period.
  - This will unassign the student from the testing cycle.
  - IMPORTANT: unassigning a student from testing does NOT remove a student from accountability calculations. If the student has left the school, an exit date must be entered in MSDS to remove the student from accountability calculations.

mme

Pre-ID File Upload

- Pre-ID File Layout located on *login* page of Secure Site
  - A .csv or .txt file can be created using our format with data from the student information system and loaded to the Secure Site
- Pre-ID File Template located on *login* page of Secure Site
  - Must use Pre-ID File Layout document to identify required fields and format of each field
  - File must be saved as a .csv file prior to uploading it to the Secure Site
- Loaded directly to the Secure Site

mme

Pre-ID File Layout and Template

mme

Pre-ID File Template

- Many more fields to the right of the Template.
- Only fields that are bold are required.
- Need to use the Pre-ID File Format document to ensure you are entering the data in the correct format.
- Must be saved as a .csv file before loading to the Secure Site.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
School Building Code	Assessment ShortName	SDSGrade Code	Last Name	First Name	Middle Name	Ethnicity	Date Of Birth	Gender	Birth Order	Street Address	City	State Code	Zip Code	UIC

mme

Pre-ID File Layout

- Small sample of the pre-ID File Layout to be used with the Pre-ID Template or creating your own file.

Assessments Table

Assessment Name	Short Assessment Name
WIDA	WIDA
W-APT	WAPT
M-STEP	MSTEP
ACT	ACT
WorkKeys	WorkKeys
MI-Access	MI
MI-Access FI	FI
MI-Access P	P
MI-Access SI	SI
Interim	PRE
KEA	KEA

Field Length	Data Type	Field Name	Data Requirements
5	Text	School Building Code	State assigned school number, cannot be blank.
10	Text	AssessmentShortName	Abbreviated assessment name (See Assessments Table above).
2	Text	SDSGradeCode	Student Grade – 00 = K, 01-12, cannot be blank.
50	Text	Last Name	Student Last Name – 'a-z', 'A-Z', ' ', '-' or a space. The field can contain a space but the entire field cannot be

mme

Pre-Identification/Student Search

- Click on Student Search under the Student Assessments menu
- Search by UIC number or student name
  - All students MUST have a UIC number before you pre-identify a student.
  - Students can be search by full name or partial name search.
  - All students should come up, whether previously tested or not. The system will search not only assessment records but all records in MSDS.
  - If a student does not come up, try a partial name search to increase the returned results.
  - Always make sure you selecting the correct student or assessments records can be combined with other students.

mme

Pre-Identification/Student Search

- Click on the correct students name.

Pre-Identification/Student Search

- Click on the Add Test Cycle button.

Pre-Identification/Student Search

- Select the Test Cycle, ISD, District, School and Grade.
- Only the fields in red are required.
- If the student is a home schooled student, make sure to click the HS field to the bottom left.
- Click the Save button at the bottom right.

Pre-Identification/Student Search

- After saving the Test Cycle to the student, a new section, Assessment Information, will open on the screen.
- Class Group Code and Research Codes for each content area can be entered if the school or district will be using.
- For M-STEP, if a school is testing online but a student will not be for any reason, The Online Testing indicator needs to be deselected by clicking on the check mark of the content area(s).
- If changes are made in this section, don't forget to click the Save button at the bottom right.

mme

Pre-Identification of Students

IMPORTANT:

Students must be pre-identified to all three MME assessments SAT, WorkKeys and M-STEP separately. This is important for barcode labels and also for accurate initial material orders.

mme

Barcode Labels

- All paper/pencil answer documents require a student barcode label on it for scoring.
- Missing barcodes can delay or prevent student scoring.
- Schools will incur a barcode label fee for each missing barcode label.
- Barcode labels for students pre-identified on the Secure Site by 5:00 p.m., February 16 will be printed and shipped from the contractor.
- New students pre-identified, missing barcode label or damaged barcode label must be printed by the school from the Secure Site.

mme

Barcode Labels

- SAT, WorkKeys, M-STEP, PSAT 9 and PSAT 10 barcode labels must be used on the correct answer document.
- The assessment name (Spring 2016 SAT, Spring 2016 WorkKeys, etc.) will print on the barcode label based on the Test Cycle you select, ensure it is placed on the correct answer document.

mme

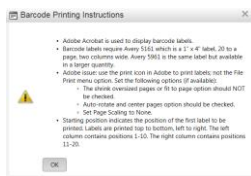
Barcode Labels

mme

Barcode Labels

- Pre-ID After Date field – use this to filter students that barcode labels were not printed by the contractor. The cut off date will be February XX so when printing barcode labels enter February XX in the field and only bring up students that barcode labels will be needed for.
- Starting Position field – when using a partial sheet of labels, enter the position the labels should start printing on. This will prevent you from using a new sheet of labels every time.
- Number of Copies field – this does not need to be used with SAT or WorkKeys since there is only one answer document. When printing M-STEP you can change the field to 2 to get labels for both science and social studies.
- Print barcode labels on Avery 5161 or 5961 labels. They are 1"x4", 2 columns and 20 to a page.

mme

Barcode Labels

- After selecting students and clicking the Print Barcodes button, printing instructions will display….please read before clicking OK.

mme

Barcode Labels

- Labels will come up in Adobe….if it does not make sure pop up blockers are disabled.
- Click the Printer Icon in adobe to print and follow the previous printing instructions that displayed.
- Do not click on File and print, this is part of the web browser and will not print the labels.

mme

Initial Material Order

- SAT standard materials will be sent based on the number of students pre-identified minus the approved accommodation applications.
- WorkKeys standard and accommodated materials will be ordered from the Initial Material Order screen on the Secure Site. This is different than previous years.
- M-STEP standard and accommodated materials will be ordered from the Initial Material Order screen on the Secure Site.
- PSAT 9 and 10 materials will be sent based on the number of students pre-identified minus the approved accommodation applications.

mme

Initial Material Order

- Initial Material Orders must be finalized by 5:00 p.m., February 16.
  - ○ Remember – pre-identified students will determine the number of standard materials received.
  - ○ Accommodated versions for Workkeys and M-STEP will need to be keyed in by the school.
- Each assessment will be ordered separately….so make sure you view all five test cycles (SAT, PSAT9, PSAT 10, WorkKeys, M-STEP) on the Initial Material Order page.
  - ○ Even though standard materials will be based on the pre-identification of students, make sure to view the Initial Material Order page to verify the shipping address and quantities.
  - ○ If the shipping address is incorrect, it must be updated in the EEM by the authorized district user prior to 5:00 p.m., February 16.

mme

Additional Material Orders

- SAT makeup materials will be order through the College Board.
- PSAT for 9 and 10 – instructions will be sent out regarding ordering of additional materials.
- WorkKeys makeup materials will be ordered through the Secure Site on the Additional Material Order page.
  - ○ Standard test booklets April 13 – April 14.
- M-STEP additional materials will be ordered through the Secure Site on the Additional Material Order page.
- Each assessment will be ordered separately….so make sure you order from College Board AND use the Secure Site for both WorkKeys and M-STEP if needed.

mme

Accountable Students & Test Verification

- Last opportunity to fix or submit issues that affect assessment and accountability reporting.
- Used to verify student enrollment and demographics for accountability purposes.
  - ○ Opportunity to update MSDS with student enrollment, exit and demographics for accountability and assessment reporting.
  - ○ Need to involve the district student pupil accounting person.
  - ○ This will not be available for PSAT 9 and 10.
- Used to verify paper/pencil and electronic answer documents have been received by the contractor.
  - ○ Opportunity to submit missing test issues

mme

Accountable Students & Test Verification

- Used to log a reason a student did not take one of the required assessments.
  - ○ This is not used for PSAT 9 and 10.
  - ○ Possible accountability exemption.
  - ○ Meet federal reporting requirements.
- Start watching for communications regarding the process in May.

mme

Accountable Students & Test Verification

Things you can do ahead of time:
- ○ Warn your student pupil accounting person that we will be pulling student enrollment, exits and demographics for accountability and assessment reporting using an "as of date" on or before May 27, 2016.
  - × This will not be needed for grades 9 and 10.
- ○ DAS will **not** use the MSDS End of Year Collection, so Student Maintenance Files (SRM) will need to be submitted to update student information. Watch for additional communications regarding the deadline date which may be early June.
  - × This will not be needed for grades 9 and 10.
- ○ Remember, districts do NOT have to wait to update MSDS until our review period, this can be done prior to and through our review period.

mme

Accountable Students & Test Verification

- ○ Give a copy of the Best Practices, MSDS Reporting Guide for Trouble-free Accountability Data located at [Secure Site Training and Resource Materials](www.Michigan.gov/securesitetraining) (www.Michigan.gov/securesitetraining) to the district student pupil account person.
- ○ Ask teachers to keep track of students that did not test with the reason why and turn that information in to a centralized person.
  - × This will not be needed for grades 9 and 10.
  - × You will need this to identify if a test is missing or was not taken.
  - × You will need this to select a reason a student did not test.

mme

Accountable Students & Test Verification

mme

Secure Site Support

- www.michigan.gov/Securesitetraining
- Email baa@Michigan.gov
- Call 877-560-8378, select option 3

mme

MME Webcast: Supports and Accommodations

JENNIFER PAUL
EL & Accessibility Assessment Consultant
PAULJ@MICHIGAN.GOV

JOHN JAQUITH
Assessment Consultant for Students with Disabilities
JaquithJ@Michigan.gov

mme

MICHIGAN Education   MICHIGAN Education

Support and Accommodations – all programs

- Primarily the same with some exceptions being worked on currently (we will touch on these further during this presentation):
    - Additional flexibility in Text-to-Speech
    - Closed Captioning for listening items
    - New possibilities being tested: Speech-to-text (M-STEP), closed captioning, assistive technology (JAWS, Zoom Text, Projection for use on Smartboard technology – with guidelines)
    - Possible pilot for refreshable Braille
    - Multiple day testing pause rather than unlock
- Watch Spotlight for updated tables when enhancements are completed.

mme
Michigan Merit Examination

SAT Accommodations

- Standard Accommodations:
    - Accommodations are requested using the SSD Online System (https://www.collegeboard.org/students-with-disabilities/ssd-online)
    - Approved accommodations are considered "standard" and students will receive a "college reportable" score and will count as tested in the state accountability system

mme
Michigan Merit Examination

- Standard Accommodations (Examples):
- Timing:
    - Extended time (50%, 100%, more than 100%)
    - Extra Breaks/breaks as needed
- Setting
    - Small group, 1:1 or other modified setting
    - Preferential Seating

mme
Michigan Merit Examination

SAT Accommodations

- Standard Accommodations (Examples):
- Presentation
  - Reader (1:1 setting)
  - Four function calculator on non-calculator section
  - Audio versions (MP3)
  - Magnification devices (not connected to internet)
  - Directions in ASL or SEE
- Response
  - Scribe
  - Assistive technology/communication devices
  - Word processor or Braille Writer

mme

SAT Supports and Accommodations

- State Allowable:
  - Accommodations are requested using the SSD online system
  - Selecting "State Allowable-Non College Reportable" supports and accommodations:
    - Will result in a score, but it may not be used for college entrance purposes (will be marked Non-College Reportable)
    - Will result in the student being counted as "tested" in the state accountability system

mme

SAT Supports and Accommodations

- State Allowable-Non College Reportable
  - Reading assessment directions in student's native language
  - Reading content and questions in the student's native language for Mathematics
  - Use of bilingual word-for-word-non-electronic translation glossary for English Language Learners
  - Sign the Reading, Writing and Mathematics assessment (SEE may be allowable if student has both a hearing and reading impairment)
  - Student responds using ASL for Mathematics (not allowable in Writing and ELA as it is considered a translation – no listening items on SAT)
  - Clarifying/paraphrasing directions (exact repeating of directions is allowable/college reportable)

mme

Tips for Applying for Accommodations

- Start early
- Provide additional documentation when requested
- Working with the College Board (back and forth to provide information) is expected and helpful to the process.
- Send what you have
  - New evaluations are not required for the purposes of requesting accommodations
  - The Review of Existing Evaluation Data documentation is helpful when you are asked to provide documentation
- Understanding the process CB uses is helpful. When asked for documentation, they are seeking to understand by asking for the:
  - What – disability
  - How – impact on function and access to the assessment
  - Why – why is the accommodation necessary

mme
Michigan Merit Examination

IEP Designations for SAT Supports and Accommodations

- PSAT/ SAT
- The following accommodations will be requested from the College Board as standard accommodations that, if approved, will result in a college reportable score.
  - <<The IEP team will then indicate the accommodations that the school will request for the student>>
- The following state approved supports and accommodations will be available to the student. These are Michigan allowable supports and accommodations only, and will not result in a college reportable score. The student and school will receive a letter indicating the student's performance rather than a College Board report.
  - <<The IEP team will then indicate the accommodations that the school will request for the student>>

mme
Michigan Merit Examination

Multi-Day Testing

- For SAT, Accommodated students who test with school-based accommodations will have **April 12, 2016 through April 15, 2016** to complete their testing. These accommodations include Braille, reader script, assistive technology compatible, MP3 audio, and students testing over two days (100% extended time). Please note that students who test over multiple days must test on consecutive days.

- For PSAT, accommodated students requiring the same type of accommodations will have the entire two week window to complete the test.

mme
Michigan Merit Examination

ACT WorkKeys

ACT WorkKeys is a required component of MME, however the score will not be included as part of the student's overall ELA score

- No application process for accommodated versions, just order what is needed
- Students will need to take the assessment to be considered "tested" for MME
- Students assessed using the alternate assessment (MI-Access) are not required to take WorkKeys, but may do so if the IEP team deems it appropriate.
- Accommodated students have the entire two week window to complete WorkKeys

mme

M-STEP Supports and Accommodations

- Universal Tools
  - Available to all students

- Designated Supports
  - Available to students with or without disabilities with a documented need (i.e. students needing audio support based on interventions used within a multi-tiered system of support)

- Accommodations
  - Available to students with a documented need stemming from a disability as outlined on an IEP or section 504 plan.

mme

M-STEP Supports and Accommodations

Supports and Accommodations table is primarily the same as in S2015 with some enhancement possibilities in progress:
- Additional flexibility in Text-to-Speech

  - Text-to-speech should be an option for students in grades 6-8 and 11:
    - Students requiring both passages and ELA items read aloud using text-to-speech
    - AND
    - Students requiring only ELA items (but not passages) read aloud using text-to-speech

mme

M-STEP Supports and Accommodations

Supports and Accommodations Table is primarily the same as in S2015 with some enhancement possibilities in progress:

Closed Captioning for listening items
- M-STEP only
- MI-Access allows direct signing of the listening items to students who do not access spoken language through the auditory channel.

mme
Michigan Merit Examination

M-STEP Supports and Accommodations

Supports and Accommodations Table is primarily the same as in S2015 with some enhancement possibilities in progress:

- Speech-to-text (M-STEP)
  - Some non-embedded speech-to-text programs have been approved in S15, requests can still be made
- Assistive technology (JAWS, Zoom Text, Projection for use on Smartboard technology – with guidelines

mme
Michigan Merit Examination

M-STEP Supports and Accommodations

Supports and Accommodations Table is primarily the same as in S2015 with some enhancement possibilities in progress:

New possibilities being tested:

- Possible pilot for refreshable Braille
  - M-STEP ELA and Mathematics only

- Multiple day testing
  - Working on steps to allow multiple day testers to test online without compromising test security

mme
Michigan Merit Examination

MDE

- Contact Information
- BAA@Michigan.gov
- Call 1.877.560.8378 - Option # 4
- If you have questions and are viewing this webcast as a recording please email questions to BAA@michigan.gov

mme

Questions and Answers

If you are watching this recording and have questions, please email them to:

BAA@Michigan.gov

Answers will be posted in subsequent Spotlight editions in the Recently Asked Questions section.

mme